



# Institutional Mini-Grant Competition:



Tennessee Higher Education Commission  
Informational Webinar



# Webinar Agenda

- THEC will address the process and timeline of the mini-grant competition.
- CAEL will explain the ALFI assessment process and how to use results to be an adult learner focused institution.
- Representatives from Middle Tennessee State University will provide insight into their experience as an existing ALFI institution.
- All three organizations will answer questions at the end of the webinar.



# Why be Ready to Reconnect?

- *Drive to 55* relies largely on the recruitment, retention, and completion of adults in higher education.
- Adults make up over 27%, or 55,000, of enrolled public undergraduate students in Tennessee.
- With emphasis on adults returning to higher education, institutions need to have support.
- Ready to Reconnect grants will help institutions improve higher education access and success for adult learners across Tennessee.





# Ready to Reconnect Grant

- Maximum awards of up to \$50,000
- 12-month grant period
- One submission per institution
- Eligibility requirements:
  - Institution type
  - Letter of Intent
  - ALFI Completion
  - Proposal Submission





# Grant Proposal Sections

- **Cover Page**
- **Verification of ALFI Completion**
- **Illustration of Current Context**
  - *Focus Area Description; Discussion of Challenges and Strengths*
- **Project Description**
  - *Project Description; Project Goals and Evaluation; Budget Narrative and Budget Summary Form*
- **Sustainability Plan**



# Ready to Reconnect Timeline

## Ready to Reconnect Grant Timeline

Item	Date/Deadline
THEC releases Ready to Reconnect RFP	02/10/2015
Institution participates in one of two CAEL & THEC hosted ALFI Webinars	02/17 & 02/23
Institution Submits Intent to Participate to THEC	03/02/2015
Institution Establishes ALFI Account with CAEL	03/04/2015
Institutions Complete ALFI Process	05/15/2015
CAEL Releases ALFI Report to Institutions	06/15/2015
Institutions Submit Grant Proposals to THEC	07/15/2015
THEC Announces Grant Awards	08/03/2015
Institutions Begin Grant Activities	09/01/2015
Institutions Complete Grant Activities	08/30/2016



# How Adult Students Can Succeed



Scott Campbell, PhD  
Vice President Higher Education  
Council for Adult and Experiential Learning (CAEL)



# Becoming Adult Learner Focused

CAEL's Adult-Learning Focused Institution (**ALFI**) project demonstrates that colleges can take specific steps in instruction, assessment of prior learning and student services to improve access, retention, and success for adult learners.







# CAEL and ALFI



- **History**
  - CAEL's 1999 Benchmarking Study of six high-performing, adult-serving colleges and universities
  - Released the book Best Practices in Adult Learning
  - Developmental Funding from Pew Charitable Trusts, Ford Foundation and Lumina
- **More than 150 institutional surveys have been completed to date**
  - 7% have completed ALFI a second time
  - 2 and 4 year institutions are members of the ALFI consortium
  - Used to build capacity to serve adult students



# Why ALFI?

- The surveys are based on CAEL's *Nine Essential Principles of Serving Adult Learners*
- Data obtained with the two surveys help institutions **recruit, retain, and graduate** adult students
- Compare the survey results
  - **External:** Your team's and your students' ratings vs. students and teams at other institutions that have used the ALFI Assessment Tools
  - **Internal:** The institution's perspective vs. adult learner perspective for each scale
- Together they provide data for identifying both strengths and challenges



# CAEL's ALFI Project

## CAEL's Principles of Effectiveness for Serving Adult Learners

1. Outreach
2. Life & Career Planning
3. Financing
4. Assessment of Learning Outcomes
5. Teaching/Learning Process
6. Student Support Systems
7. Technology
8. Strategic Partnerships
9. Transitions





# All of the Principles

**The Principles of Effectiveness are:**

- Integrated – they work together
- Indivisible – they form a whole
- Imperative – not just “a good idea”



# Synergies Among Principles

Activity	Principles Addressed	Insights
Adjusting curriculum to include accelerated approaches, flexible calendar or cohort based approaches	<ul style="list-style-type: none"><li>• Outreach</li><li>• Teaching Learning Process</li><li>• Student Support Systems</li></ul>	Created several accelerated programs; Intensive nursing Program



# Synergies Among Principles

Inst. Activity	Principles Addressed	Insights
A commitment to serving adult learners is emphasized in the institutional mission statement, catalogs, brochures, view books and orientation	<ul style="list-style-type: none"><li>• Assessment of Learning Outcomes</li><li>• Financing</li><li>• Life and Career Planning</li><li>• Teaching &amp; Learning Process</li><li>• Student Support Systems</li></ul>	
Part-time faculty workshops	<ul style="list-style-type: none"><li>• Life and Career Planning</li><li>• Teaching-Learning Process</li><li>• Student Support Systems</li></ul>	Rigor without Mortis Series



# Spotlight On

## III NORTHWESTERN STATE University of Louisiana

Used the ALFI to:

- Grow the adult student population at NSU.
- Change campus perceptions of the Adult learner experience using the 9 Principles for Serving Adult Learners.
- Change policies and practices. Dr. Williams noted that many of these changes also helped traditional students.



Dr. Darlene Williams, Vice President for Technology, Research and Economic Development



# ALFI Assessment Toolkit

## The ALFI Assessment Tools Consists of 2 surveys

- *Institutional Self-Assessment Survey* (CAEL & NCHEMS)
  - completed by adult degree program administrators, staff, and faculty.
- *Adult Learner Inventory* (CAEL & Noel-Levitz)
  - completed by adult students





# ISAS

*Institutional Self-Assessment Survey* is for adult degree program administrators, staff and faculty.

- The ISAS has a two-year & a four-year version
- Approximately 50 items
- One survey completed online and submitted electronically
- Completed by an institutional team
  - Stakeholders should include representatives from key areas that work with adult students

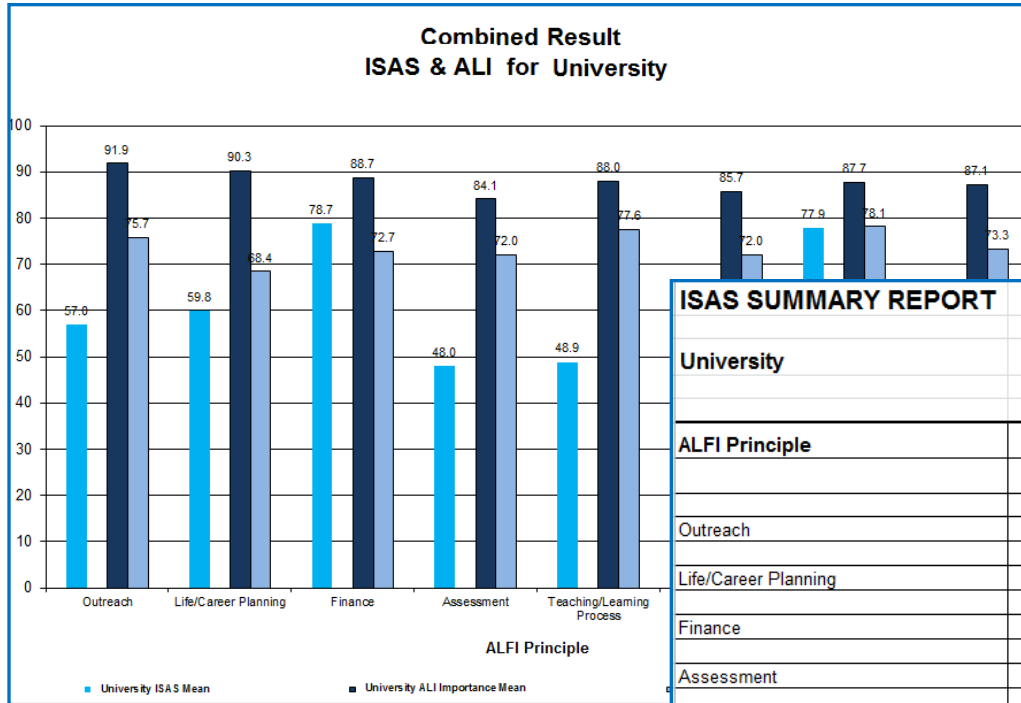


# ALI

## **ALI: The Adult Learner Inventory**

- Importance scores
  - How important is it for your program to meet this expectation?
- Satisfaction scores
  - How satisfied are you that your program is meeting this expectation?
- Performance gap scores
  - The discrepancy between the expectation (importance score) and the reality (satisfaction score).

# Results



Reports include summaries of the data by survey, best and mean performances as well as a visual comparison of the ISAS and the ALI results

## ISAS SUMMARY REPORT

University

ALFI Principle	Your Score	Mean Score	Highest Score	Lowest Score	Rank Order	Number of Institutions
Outreach	57.0	41.4	67.7	12.2	10	84
Life/Career Planning	59.8	43.5	70.8	15.8	11	84
Finance	78.7	49.7	78.7	14.4	1	84
Assessment	48.0	37.4	67.7	11.8	15	84
Teaching and Learning Process	48.9	39.8	67.4	7.4	13	84
Support	58.1	42.1	67.2	4.3	9	84
Technology	77.9	56.9	90.6	4.0	11	84
Partnership	46.5	32.7	66.8	11.0	11	84
Transitions	58.0	47.4	72.0	12.4	14	84



# How It Works: Overview

- Identify your team
- Pre-survey dialogue facilitated by CAEL
- Receive toolkit including instructions
- Implement surveys (ISAS and ALI)
- Completed surveys returned
- Statistics compiled
- Narrative & Report Created
- Post Survey presentation facilitated by CAEL
- Next steps



# How It Works: 2 Steps

1. Email CAEL to start the ISAS process.

2. Email [www.noellevitz.com/orderALI](http://www.noellevitz.com/orderALI) to start the ALI process.

**Noel-Levitz<sup>®</sup>** Higher Education Consultants

Enrollment & Campus Planning Recruitment & Financial Aid Student Retention Market Research Marketing, Web, & Technologies

Home > Student Retention > Satisfaction-Priorities Assessments > Adult Learner Inventory > Check prices and order

**Check prices and order Adult Learner Inventory™**

Please use the form below to place an order or estimate prices for the Adult Learner Inventory. You can also download and print the **ALI offline order form** (PDF).

To order by phone, please call 1-800-876-1117.

To calculate your Return on Investment, use our **ROI Estimator**.

Online surveying Unit Price (U.S. Dollars) Quantity Subtotal

Please indicate the number of individuals you plan to invite to the survey

Estimated online completion rate

Please note: For online surveying, you are only billed for the completed surveys you administer. On average, about 20 percent of individuals complete the survey, but change the estimated percentage at the right to see what higher or lower response rates will cost.

Estimated cost for completed surveys 2.30

Processing and setup fee 250.00

Additional online administration fee 0.25

Optional materials

Year-to-Year Comparison Report - Please indicate approximate timeframes for comparison (example: fall 2013 with fall 2012) 100.00

Target Group Reports - Check the desired box and then select target group characteristics

☐ Comparative Summary Analysis - A report that compares the scores of your selected target groups with your overall campus scores. Presents all scores in multi-column grids for easy comparison. 55.00

☐ Custom Reports - Custom reports for Cross-tab and Multivariate Target Group Reports are available upon request. Please check this box to have Noel-Levitz contact you about these custom reports. If you know what custom reports you would like to receive, please enter that information to the right.

Raw Data - Provides raw data for all individual responses in SOF and tab-delimited formats. SPSS syntax is included. Composite mean average results for all items also included in a text file. 175.00

Paper reports - Paper reports are delivered in an electronic format via email along with your Main Campus Report, unless otherwise requested. Please indicate here if reports also should be shipped hard copy, in a three ring binder. An additional fee of \$500 applies for paper reports. 250.00

Plus 5%

Please click "Continue" to see a price estimate and to continue your order.

**ORDER FORM**

**Institutional Self Assessment Survey™**  
Part of the ALFI Assessment Toolkit

**YES!** We want to learn how comprehensively we are serving our adult learners

**CLIENT INFORMATION**  
(DE / NE / SE / ME)

NAME TITLE

INSTITUTION NAME

STREET ADDRESS

CITY STATE ZIP

TELEPHONE FAX E-MAIL DATE

**VERSION:** ☐ Four-year institution  
☐ Two-year institution

**CAEL**

	UNIT PRICE	SUBTOTAL
<b>SURVEY PROCESSING &amp; COMPREHENSIVE REPORT</b> Includes benchmarks that compare your institution with other institutions that have administered the survey and comparisons with your Adult Learner Inventory scores (if administered)	CAEL Members \$ 4950.00 Non-members* \$ 5500.00	\$
<input type="checkbox"/> * Yes, my institution would like to become a member of CAEL 1000 enrollment \$510.00 1001-5000 enrollment \$575.00 5001 and over \$875.00	Membership Fee	\$
<b>TOTAL</b>		\$

**Institutional Self-Assessment Survey General Data Overview**

Institutional Type: Control (please check one): ☐ Non-profit ☐ Public ☐ For-profit

Highest Degree Offered: ☐ Certificate/diploma ☐ Associate's degree ☐ Baccalaureate and/or graduate

Accreditation: ☐ New England Association of Schools & Colleges ☐ Western Association of Schools & Colleges ☐ Nationally Accredited  
☐ Middle States Association of Colleges & Schools ☐ Southern Association of Colleges & Schools (CAAAEP, ACICS, DETC, etc.)  
☐ Northwest Association of Schools, Colleges & Universities ☐ Higher Learning Commission (NCA)

Program Models (if applicable - please check all that apply): ☐ Accelerated programs ☐ Distance learning  
☐ Cohort-based programs ☐ Weekend programs

Population Served: ☐ Urban ☐ Suburban ☐ Rural

Does your institution have a Prior Learning Assessment Program? ☐ Yes ☐ No

**CAEL's Coalition of Adult Learning Focused Institutions**

The Coalition of Adult Learning Focused Institutions is an alliance of CAEL member colleges and universities that strive continuously to improve programs and services for adult learners. In their efforts to help adult learners succeed, Coalition participants assess their programs on a regular basis and share "best practices" with other institutions. Colleges and universities that are members of CAEL are eligible to become participants in the Coalition after administration of both the Institutional Self-Assessment Survey and the Adult Learner Inventory. For more information on the Coalition visit <http://www.cael.org/ALFI/coalition.html>.

☐ Yes! We want to participate in the Coalition of Adult Learning Focused Institutions

**PAYMENT OPTIONS**

☐ PAYMENT ENCLOSED ☐ BILL ME LATER: PURCHASE ORDER NUMBER: \_\_\_\_\_

☐ CHARGE MY CREDIT CARD: ☐ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS

CHARGE CARD # \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

☐ Please check here if you also plan to administer the Adult Learner Inventory™



# How It Works: ISAS

## Institutional Self-Assessment Survey

- Institutions send the completed form and are given a user name, password and a link to the survey
- Gather your team and fill out one form on-line
- An alert is sent to the CAEL staff that your institution has completed the ISAS
- CAEL will monitor the ALI FTP site to determine when the ALI has been completed



# How It Works: ALI

## ALI: The Adult Learner Inventory

- Institutions place an order on the [www.noellevitz.com/orderALI](http://www.noellevitz.com/orderALI) website
- Upload names and emails of your adult learners
  - Consider defining the population to include alumni if email addresses are available
- Create email messages and dates they are to go out (reminders)
- Define demographics / adult programs (customization)
- 3-week period for students to complete (can be shorter if institution assists in pushing students to complete)
- Need to get a viable statistical sample (20%)

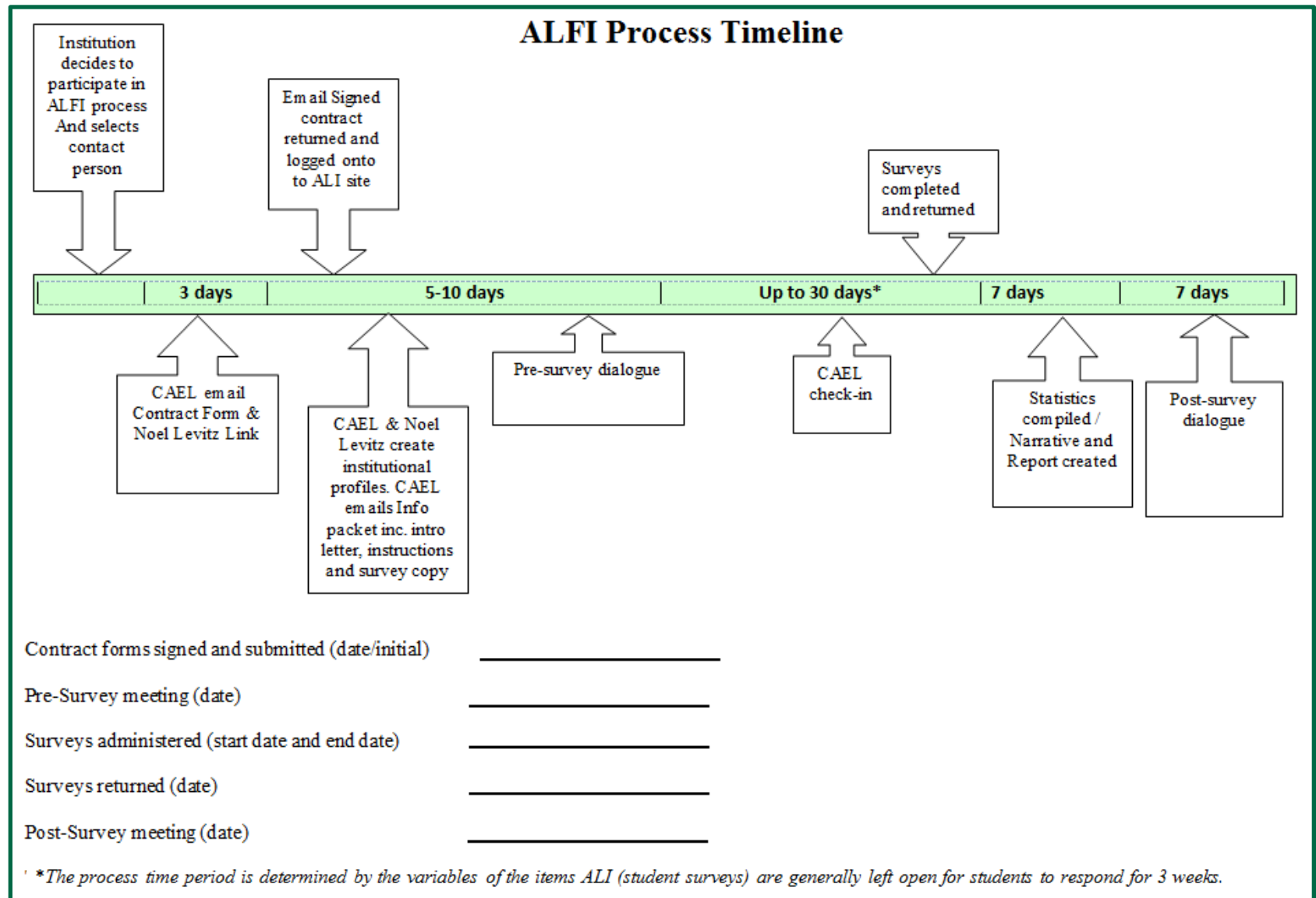


# How It Works: Costs

- Cost for ISAS:
  - CAEL Members – \$3150
  - CAEL Non-Members – \$3900
- Cost for ALI is based on the following factors:
  - \$250 Set up fee
  - Invitations to students – \$0.25 each
  - Analysis of responses – \$2.30 each
  - 5% Handling Fee applied to the total (fee applies to the ALI portion only)



# How It Works: Timeline





# Results

## The ALFI Basic Report Includes:

- Narrative Report
- The ISAS Scores
- The ALI Scores
- Comparisons to other institutions; rankings on each principle
- Internal comparisons of ISAS and ALI Scores
- Crosswalk of ISAS and ALI questions
- Maximum benchmark scores for ISAS questions/ALFI principles
- Your Institution's scores for ISAS questions/ALFI principles



# Using the Data

- Compare perceptions of students with faculty, staff, and administrators
- Understand institution's strengths and challenges
- Plan strategic priorities
- Identify specific steps to take
- Support budget requests
- Inform reports/evaluations
- Gain efficiencies





# Middle Tennessee State University

- **David J. Gotcher, Ph.D.**
- Associate Dean/Professor
- Middle Tennessee State University | University College
- [www.mtsu.edu/uc](http://www.mtsu.edu/uc)



# Thank you! Questions?

## **Ready to Reconnect Grant Questions:**

Jessica Gibson, THEC: [Jessica.Gibson@tn.gov](mailto:Jessica.Gibson@tn.gov)

## **ALFI Questions:**

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312-499-2640

Scott Campbell, CAEL: [SCampbell@cael.org](mailto:SCampbell@cael.org)

## **Practical Application Questions:**

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